

# State of Nevada B&I: Licensing

Version Date: 09/18/2013

## **1991595 Allocation of Taxicabs**

Reviewed: 5/12/1992

Description: This record series consists of requests for allocations of additional cabs. The file may contain, but is not limited to: Application for allocation with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the disposition of application or appeal.

Disposition: Destroy Securely

## **1991610 Annual Report of Cab Companies**

Reviewed: 5/12/1992

Description: This record series consists of the annual reports submitted to the Taxicab Authority by the cab companies. The report identifies the name of the company, dba (if any), address, city and state. It includes the address of office where books are kept, certificate numbers issued, form of business (corporation, association, partnership, proprietorship), date operations began, list of partners or shareholders, officers, and directors. It presents a statement of revenues, expenses, equipment owned and a statement of certification.

Retention: Retain these records in the office for a period of three (3) calendar years from the year to which they pertain.

Disposition: Permanent: Transfer to State Archives

## **1991586 Cab Company Files**

Reviewed: 10/3/2012

Description: This record documents each taxicab company. The files may include, but are not limited to: Application for certificate with associated documentation; Contact information; Partnership or corporate directors/officers information; List of stockholders; Description of the territories to be served including maps; Description of all equipment to be operated; Certificate of Insurance; Certificate of operation; Change of ownership records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date a company is declared inactive.

Disposition: Destroy Securely

## **1991597 Driver Complaint Record**

Reviewed: 5/12/1992

Description: This electronic data base includes, but is not limited to the following data: Taxicab Authority ID number; name; D.R. number; investigator; company ID number; Notice of Violation number, date, NRS, NAC, Company; Complainant, witness; arraignment date, trial date, continuation date, comments, disposition date, penalty category, disposition, fine amount.

Retention: Purge the data base of unnecessary data as needed and retain current data as long as administratively useful.

Disposition: Destroy Securely

## **1991622 Driver Maintenance Record**

Reviewed: 5/12/1992

Description: This electronic data base includes, but is not limited to the following data: Taxicab Authority ID number, name, AKA, status, permit date, expire date, termination date, date of hire, company ID number, physical exam date, expires on, D.A.P. date, address, city, state, telephone, Social Security number, comments.

Retention: Purge the data base of unnecessary data as needed, and retain current data as long as administratively useful.

Disposition: Destroy Securely

## **1991583 Expansion of Area Files**

Reviewed: 5/12/1992

Description: This record series consists of the files created to serve expansion of area applications. The records may contain, but are not limited to: Application with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from date cab company is declared inactive.

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### **1991596 Lost Medallions**

Reviewed: 5/12/1992

Description: This record series documents lost medallions. Numbers which have been reported as lost are removed from use and a list of canceled numbers is published periodically for use by inspectors, investigators, and airport control officers.

Retention: Retain these records for a period of three (3) calendar years from the date of report of loss.

Disposition: Destroy Securely

### **1991593 Medallion Files**

Reviewed: 5/12/1992

Description: This record series lists the medallion plates issued to each cab company. It documents the regulatory function of the Authority and confirms the legal right of the cab to be in service.

Retention: Retain these records for a period of three (3) calendar years from year to which they pertain.

Disposition: Destroy Securely

### **1991575 Monthly Report of New Hires/Terminations**

Reviewed: 5/12/1992

Description: This record series consists of monthly report from cab companies of new hires/terminations. It provides the authority with current information regarding hiring/termination of drivers.

Retention: Retain these records for a period of one (1) calendar year from date of creation.

Disposition: Destroy Securely

### **1991582 Rate Increases**

Reviewed: 5/12/1992

Description: This record series consists of the files created to serve rate increase requests. The records may contain, but are not limited to: Rate request with supportive documentation; Hearing records and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date the rates are superseded.

Disposition: Destroy Securely

### **1991594 Special Medallion Files**

Reviewed: 5/12/1992

Description: This record series lists special medallion plates issued to each cab company. It provides control of cabs licensed to be in service for special events or at certain times of the year and confirms the legal right of the cab to be in service.

Retention: Retain these records for a period of three (3) calendar years from the year to which they pertain.

Disposition: Destroy Securely